

Tourist Rooming House Checklist

- If public water supply and sewage facilities are available connection is required. Private wells and private septic systems are accepted as long as they comply with DNR.
- Drinking water from private wells must be sampled for coliform bacteria every year. Each rental unit on a well must be sampled individually and a copy of the results sent to the Health Department. The Vilas County Health Department can take the sample for you at the time of the inspection and test it in the in-house lab at the Health Department for a fee.
- Privies are not allowed at new establishments and must be removed at change of ownership.
- Hot and cold water shall be available at all sinks
- All toilet room facilities shall include a toilet, lavatory, and shower or bathtub.
- Soap, single service towels, or other approved means of drying hands shall be provided in each toilet room
- All garbage shall be kept in separate, leak proof, nonabsorbent containers (no wood or paper containers) with tightfitting covers. They shall be emptied often to prevent decomposition or overflow. Separate fly-tight containers with covers shall be provided for cans, bottles, and other rubbish.
- All equipment and furnishings shall be durable and easily cleanable.
- All dishes and utensils must be washed, rinsed and sanitized (1 teaspoon of unscented bleach per gallon of clean water) between each guest or display the pre-made sign found on vilaspublichealth.com labeled "Utensil Sanitation Poster" in each unit and provide unscented bleach to the guests.
- Dishes shall be free of cracks and chips.
- Every sleeping room or area shall be at least 400 cubic feet for each occupant over 12 years and 200 cubic feet for each occupant under 12 years. (See "Sleeping Room Size" document on vilaspublichealth.com) All sleeping room ceilings shall be at least 7 feet high.
- Any room with a gas space heater shall have access to a constant fresh air source through a permanent opening, which shall not be closed. The size of the opening shall be a minimum of 10 square inches and a least one square inch for each 1,000 BTU per hour the rated capacity of the heater or constructed so that the air used in the combustion of fuel is taken directly from the outside. The concern here is incomplete combustion forming carbon monoxide

- At least 1 smoke detector is required per unit and at least 1 carbon monoxide detector in homes with a fuel burning appliance or attached garage. 1 smoke detector and 1 carbon monoxide detector recommended on each level.
- Skeleton locks on any doors must be removed or disabled.
- All windows that can be opened shall be screened and screen doors shall be installed on dwellings that lack air conditioning.
- Floors, walls and ceilings must be clean and in a good state of repair.
- Pressure release valves on hot water heaters must be piped to within six inches of floor.
- Adequate ventilation must be provided to all bathrooms either with a mechanical vent or operational window.
- Effective measures shall be taken to minimize the presence of insects and rodents.
- Swimming pools and whirlpools that have recirculation and disinfection systems must be plan approved and licensed by DSPS and Vilas County Health Department. Drain and fill jetted tubs must be cleaned and sanitized with approved sanitizer between guests.
- Any facility that prepares, serves, or sells food to the public must be licensed.
- Only single use food items may be provided to guests, i.e. individual packets of salt, pepper, coffee...
- Any open sides of stairs with more than 3 risers must have a securely fastened handrail. Any decks, patios, and balconies greater than 24 inches from the ground must have a guardrail securely installed that is at least 36 inches in height and gaps no more than 4 inches wide.
- Land surfaces around the facility shall be well drained. Parking areas shall be properly graded, drained, and treated to minimize dust and dirt. The exterior of all building shall be well maintained and in good repair and free from harborage for insects and rodents.
- Each operator shall provide a register and require all guests to register their true names and addresses before being assigned sleeping quarters. The guest register shall be kept and available for inspection for at least one year
- Health Department license and room rates must be posted within sight of guests.